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Lieutenant Governor

*The Commonwealth of Massachusetts  
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Edward A. Flynn  
Secretary

Jane Wiseman  
Assistant Secretary

### **LOCAL PREPAREDNESS GRANT APPLICATION INSTRUCTIONS FOR FFY 2004**

- Eligibility:** The only eligible grant applicant for this program is the municipal CEO. The municipal CEO may then allocate funds to the various first responder agencies.
- Uses of funds:** Funds may only be used for purposes allowed by federal Office of Domestic Preparedness (ODP) and summarized in the Authorized Program Expenditures document provided on our web site.
- Start date:** You will be notified by us when we have finalized your contract. *No costs can be incurred or reimbursed under this program until you are notified by us that your contract has been finalized.*

#### **Specific steps involved in your application process include:**

##### **DEVELOP GRANT STRATEGY**

1. Review and agree to abide by the Massachusetts State Homeland Security Strategy
2. Determine how you want to use your funds, consistent with the state strategy and allowable uses of funds
3. Identify which Homeland Security region your jurisdiction is in by reviewing the Massachusetts Homeland Security Planning Regions Map
4. Decide if you would like to combine your funds with other localities or the region, and if so submit a completed Memorandum of Understanding

##### **PREPARE GRANT PROPOSAL**

1. Review and agree to abide by the ODP, FFY 2004 Department of Homeland Security grant requirements
2. Prepare a narrative describing your plan for using the funds. A format for this narrative is provided in a Proposed Narrative Guide.
3. Prepare a proposed budget for planned expenditures using the budget form provided. We have developed an electronic document that allows you to enter your data and will perform the calculations automatically. This is for your convenience in developing the budget. It must still be submitted to us on paper. If you need assistance using this spreadsheet, please contact our office.
4. Review, complete and submit the required forms available *via the Programs Division Web site at* [www.state.ma.us/ccj/hls\\_04.htm](http://www.state.ma.us/ccj/hls_04.htm)

Please sign, date, and return your grant application and the required documents for review **anytime prior to 5:00 PM on June 30, 2004** to the Executive Office of Public Safety, One Ashburton Place, Suite 2110, Boston, MA 02108. Attention: Jeffrey Brownell, Homeland Security Grants Manager. Your proposal and budget must also be submitted electronically to [hs@state.ma.us](mailto:hs@state.ma.us). **Applications will be reviewed when received on a rolling basis.**